



Arkansas Department of Finance and Administration
Office of Intergovernmental Services
Victim Justice and Assistance Program

Request for Proposals:

**IMPROVING COMMUNITY RESPONSES
TO VICTIMS OF CRIME**

Response Deadline:

MAY 25, 2005

2005
Subgrant Determination
OVERVIEW

Preface: Federal grant programs promote the implementation of new and unique alternatives to solving traditional societal problems. Congress periodically assesses the accomplishments of grant programs to determine the need to reauthorize the appropriation of funds, therefore, grants must be viewed as a temporary means to accomplish goals within the federal legislation and be administered in a manner that produces tangible results. Federal grant funds are, in essence, investments in the state's future, so projects that receive federal support should yield long-term benefits that can continue beyond the funding period.

Announcement: The Office of Intergovernmental Services (IGS), Victim Justice and Assistance (VJA) Program Administration requests proposals that meet goals of one or more the following federal grant programs it administers:

- The **Victims of Crime Act (VOCA) Crime Victims Assistance Program** strives to ensure availability of direct services that address the needs of crime victims, with emphasis on balancing the scales of justice in a manner that allows easier access to the criminal justice system.
- The **STOP Program** sets out to effectively address violent crimes against women (i.e. adult victims of sexual assault, domestic violence, stalking and dating violence) through improved responses from and coordinated efforts between law enforcement, prosecution, court and advocacy professionals.
- The **Family Violence Prevention and Services Program** provides for emergency shelter and encourages activities that lead to reducing the reoccurrence of family violence.

Submission of a Proposal: One (1) signed proposal that details its vision for improved conditions if awarded federal support must be submitted to IGS/VJA, along with *an electronic version of its proposal*, saved on a standard 3.5" diskette, so that copies can be produced, as needed. The proposal must be completed on the forms provided in this packet. In accordance with state law, the applicant must also provide a copy of its proposal to the state and local clearinghouses.

Technical Assistance: IGS/VJA will conduct a workshop to discuss completion of the application. A registration form for this workshop is enclosed with this announcement. In addition, individual guidance is available by calling 501-683-1685 during regular office hours for face-to-face, telephone, fax or e-mail consultation.

2005 SUBGRANT DETERMINATION CALENDAR

√ April 17	Draft copy of the application kit will be made available to members of the advisory body. Preferably, the kit will be posted on DFA website, and IGS/VJA will notify members of its availability. If time does not permit, committee members will receive an electronic version of the kit via email.
	If posted on the DFA website, current subgrantees will be notified that they may also access kit and provide feedback on its contents.
√ April 21	All feedback on the kit must be received by IGS/VJA.
April 29	The application kit will be available to potential applicants.
May 7	Registration for technical assistance must be received by 4:30 p.m.
Week of May 9 (TBA)	A technical assistance workshop will be held in Little Rock.
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May 25	DEADLINE. Proposals must be received by the Victim Justice and Assistance Program by 4:30 p.m.
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June 1 – August 17	Project Proposal Consultations will be held. (<i>Applicants will be contacted to schedule appointments.</i>)
August 22	Members of the advisory body will be provided electronic versions of all proposals received and a report on IGS/VJA's initial allocation plan via email.
August 26	Advisory body members' review and advice on VJA's plan must be received by 4:30 p.m.
August 31	IGS/VJA will review feedback and present its final plan to the IGS Administrator.
September 6	Applicants will be notified via email of the subgrant determinations.
September 9	Appeals must be received in writing by 4:30 p.m.
September 16	Final subgrant award packets will be issued.
October	Surveys will be sent to applicants to receive feedback on the application process.

SUBGRANT DETERMINATION PROCESS

1. **Administrative Review**: Applications will be reviewed by IGS/VJA staff to ensure that eligibility requirements are met. In the event that the organization or its proposal does not meet the eligibility requirements, the applicant will be notified. When possible, the organization will be provided information on alternative opportunities for support.
2. **Proposal Consultation Meeting**: Following initial review of the application, a meeting will be scheduled between the legal entity's authorized official (or his/her designee) and the IGS/VJA staff to discuss the proposed project in its entirety, as well as the applicant's internal administrative controls.

The purpose of this meeting is to define the project scope and to negotiate subgrant terms, in the event a subaward is issued. The federal grantors place various requirements on the state, including service coverage and special accommodations for individuals who are faced with challenges; therefore, this meeting also provides the opportunity for the applicant and IGS/VJA staff to explore modifications to the proposal to enable the state to ensure compliance with federal requirements and further its ability to meet program goals.

To assist in the review, the applicant must bring copies of the following documents to this meeting for review and for file documentation. In 2003, this office obtained new copies of all documents to ensure files are complete; therefore, for the 2005 allocation process, copies of only those documents that have changed will be required, with a certification from the applicant other documents are unchanged from those provided in 2003.

Nonprofit Organizations:

- ❖ IRS confirmation of Federal Identification Number
- ❖ Confirmation that the organization is bonded, otherwise insured or has an indemnification agreement for the amount requested in the application
- ❖ Articles of Incorporation
- ❖ Organizational by-laws
- ❖ Board of Directors Roster (including contact information)
- ❖ Organizational policies and procedures regarding programmatic issues
- ❖ Accounting policies and procedures
- ❖ Organizational flowchart with current employees, titles and supervisory assignments
- ❖ Applicable supporting documentation for proposed expenditures
 - Statement of assets and depreciation schedule (if real estate is offered as match)
 - Lease agreement (if proposal involves rental cost for federal funds or match)
 - Insurance policy (if proposal involves employee benefits for federal funds or match)

Governmental Entities:

- ❖ IRS confirmation of Federal Identification Number
 - ❖ Confirmation that the organization is bonded, otherwise insured or has an indemnification agreement for the amount requested in the application
 - ❖ Organizational policies and procedures regarding programmatic issues
 - ❖ Accounting policies and procedures
 - ❖ Organizational flowchart with current employees, titles and supervisory assignments
 - ❖ Applicable supporting documentation for proposed expenditures
 - Statement of assets and depreciation schedule (if real estate is offered as match)
 - Lease agreement (if proposal involves rental cost for federal funds or match)
 - Insurance policy (if proposal involves employee benefits for federal funds or match)
3. **Review by an Advisory Body:** After the IGS/VJA staff has reviewed/refined all applications, it will determine a plan for the investment of funds. This initial determination will be shared with all applicants and will be presented to an advisory body for review and advice, as established by state law. The comments of the advisory body will be considered prior to IGS/VJA submitting the finalized proposed subgrant determinations to the IGS Administrator for approval, at which time applicants will be notified of any initial determination that changed as a result of comment received by the advisory body.
4. **Appeal Process:** In the event an applicant wishes to dispute the post-review subgrant investment plan, written notice should be given to IGS/VJA within ten (10) business days of the announcement. Written appeals with detailed objections will be considered by the IGS Administrator, whose decision will be final.
5. **Final Subgrant Determination:** IGS/VJA will finalize subgrant awards approved by the IGS Administrator and prepare award packets for the authorized official.
6. **Acceptance of Subgrant Award:** A subgrant award packet will be provided to the authorized official which will include a summary of the approved project, subgrant agreement, certifications and assurances, a detailed approved budget and the Grant Award Notification form for the State Clearinghouse. These documents must be accepted by the authorized official of the legal entity by signature on all required forms before federal funds will be released. In accordance with federal guidelines, access to federal funds will also be suspended if the organization is delinquent on any reports or debts from previous subawards.

OVERVIEW

We appreciate your interest in partnering with IGS/VJA to see that the State of Arkansas and its residents who are victims of criminal behavior benefit from these important and challenging grant programs.

This packet contains information pertinent to the upcoming determination of new subgrant awards under the VOCA, STOP and FVPSA grant programs. You are encouraged to read this overview, along with the *Proposal Instructions* (a separate document), in entirety, as these documents should prepare you to submit a proposal that includes critical programmatic and financial information.

You are also encouraged to review the *Subgrant Administration Guide* as you prepare your application for federal support. The Guide provides information regarding the federal grant programs, activities that can and cannot be supported with federal funds, and policies and procedures that your organization will be required to follow if selected as a subgrant recipient.

THE RELATIONSHIP BETWEEN DFA and SUBGRANTEES

On behalf of the State of Arkansas, the Department of Finance and Administration (DFA) applies for, accepts and administers formula grant awards authorized through the federal *Victims of Crime Act*, *Violence Against Women Act* and *Family Violence Prevention and Services Act*. In doing so, DFA pledges to encourage and support the initiatives identified within these federal laws and assures that the state will adhere to all provisions of the grant awards, including programmatic and fiscal accountability.

In order to achieve the goals specified within the individual grant programs, partnerships are entered into with local organizations in the form of subgrant agreements. The subgrant agreement is formal and binding; therefore, to avoid costly miscommunications, full disclosure and constructive dialogues are essential, beginning at the subgrant determination process and continuing during the project period.

Reminder:

Any document submitted to this office, including the subgrant proposal, should be read thoroughly prior to signing, as the organization will be held responsible for its contents.

THE ROLE OF IGS/VJA: PROGRAM-DRIVEN GRANT MANAGEMENT STYLE

The Office of Intergovernmental Service (IGS) is the division of the Department of Finance and Administration assigned to the actual management of the state's VOCA, STOP and FVPSA awards, and it dedicates a section solely for this function entitled Victim Justice and Assistance (VJA) Program. The VJA Program operates under a grant management style that may differ from that seen in other funding agencies; therefore, some insight into the philosophy of this office and the relationship that it intends to have with applicants and, ultimately, its subgrantees may be helpful.

Program-Driven Grant Management Style: While some see grant programs as funding opportunities (financially-driven), IGS/VJA is *program-driven*, meaning grant programs are administered with focus on the services and/or products that will be delivered by subgrant organizations and views the federal dollars as a means to pay for the services/products purchased. A program-driven grant management style is victim-centered by placing priority on activities that lead to the improved conditions, while maintaining accountability of the use of federal funds.

Handling public funds requires all business transactions, including the subgrant determination process, be conducted in a manner that earns the respect of citizens. IGS/VJA embraces this responsibility and pledges adherence, not only to federal grantors, but also to the citizens of Arkansas.

ACCEPTANCE OF SUBGRANT RESPONSIBILITY

Prior to seeking federal support, an organization must carefully weigh whether it is prepared to take on the responsibility of administering a subgrant award. If federal support is provided, the organization will be required to effectively manage and account for activities, as well as financial expenditures related to the project.

Be aware that managing a subgrant entails a considerable amount of non-federally funded time and resources. If ill-prepared, the experience could prove frustrating, as well as costly, as mismanaged funds are required to be repaid and could result in disqualifying the organization from receiving future awards.

Should your organization's proposal be selected for support, the authorized official will be sent a subgrant award packet that contains documents that require signature indicating acceptance. In addition to the subgrant agreement and approved budget, this packet will include various certifications and assurances that are required of subrecipients.

In summary, an organization that accepts the subgrant award pledges the following:

- Assures that subgrant activities will be performed to specification of the subgrant agreement;
- Certifies its intention to comply with all federal requirements, including those specific to grant program under which the subgrant is made, as well as state requirements that apply, and
- Accepts all special conditions of the subaward.

Reminder:

All documents within the subgrant award packet, including certifications and assurances, should be read thoroughly prior to signing, as the organization will be held responsible for the contents.

If, after reviewing the material, the governing body of the organization is not prepared to accept the responsibility of the subgrant award, the organization may decline the subgrant offer without penalty.

CONFLICTS OF INTEREST

Federal grantors require personnel and other officials connected with federally-funded programs to adhere to the following requirements, in regard to conflicts of interest:

No official or employee of a State or unit of local government or a non-governmental recipient/subrecipient shall participate personally through decisions, approval, disapproval, recommendation, the rendering of advice, investigation, or otherwise in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she is serving as an officer, director, trustee, partner, or employee, or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment, has a financial interest, or has less than an arm's-length transaction.

In the use of project funds, officials or employees of State or local units of government and non-governmental recipient/subrecipients shall avoid any action which might result in, or create the appearance of:

- Using his or her official position for private gain;
- Giving preferential treatment to any person;
- Losing complete independence or impartiality;
- Making an official decision outside official channels; or
- Affecting adversely the confidence of the public in the integrity of the government or the program.

For example, where a recipient of federal funds makes sub-awards under any competitive process and an actual conflict or an appearance of a conflict of interest exists, the person for whom the actual or apparent conflict of interest exists should recuse him- or herself not only from reviewing the application for which the conflict exists, but also from the evaluation of all competing applications.

Source: U. S. Department of Justice
Office of Justice Programs Financial Guide

Note:

This provision will be adhered to throughout the project period, as well as during all phases of the subgrant determination process.

FACTORS THAT WILL BE CONSIDERED IN SUBAWARD DETERMINATION

Funding Available: Grant amounts are determined at the federal level, using a formula that commonly involves population and crime rate. Generally, the state receives a combined total of approximately six million dollars (\$6,000,000) per year and is mandated to subaward the funds equitably, not only in terms of amount and geography, but also in range of services and crime types. On average, the state has supported approximately 90 subgrant organizations per year, but still the state suffers significant deficit in services available in various regions.

Historically, the total amounts requested by applicants far exceed the amount that is available. IGS/VJA is prepared to make difficult decisions regarding how to best invest the state's award, but the subgrant applicant can assist by keeping costs requested to a minimum. The following has been determined regarding the foreseen amounts that will be budgeted to support 2005 subgrant activities:

- **Funding Cap on Federal Funds Eligibility:** In the year 2001, subgrant amounts ranged from \$9,000 to \$312,000. To ensure that investments are more equitable in terms of the amount that organizations receive, IGS/VJA now limits the amount of funding for which any organization is eligible to \$100,000.

A temporary exception to this funding eligibility cap involves a declining percentage of support for organizations that currently receive in excess of \$100,000, as this allows for a gradually reduced dependency on VOCA, STOP and/or FVPSA funds to avoid an insurmountable hardship on organizations. Beginning with subawards issued after FY 2003, these organizations, if approved for support, were limited to the amount equaling 5% less than the 2002 subaward. Each year thereafter, the maximum eligible amount will reduce by an additional 5% until compliant with the \$100,000 funding eligibility cap applied to other organizations.

The following example further illustrates the method that will be used to produce equitable distribution of federal support throughout the state:

Upcoming Fiscal Year	Current Subgrant Amount	Required Decrease	Amount of Decrease	Maximum Funding Eligibility for New Allocation
2002	250,000	5%	12,500	237,500
2003	237,500	10%	23,750	213,750
2004	213,750	15%	32,062	181,688
2005	181,688	20%	36,338	145,300
2006	145,300	25%	36,325	108,975
2007	108,975	-	8,975	100,000

PLEASE NOTE: The method for subgrant determinations is based on a competitive application process. Support received one year does not ensure continued support in following years.

Because the state only receives approximately \$6,000,000 in combined awards from VOCA, STOP and FVPSA, it cannot afford to support each subgrant organization in the amount of \$100,000. Doing so would dramatically reduce the number of projects supported and would only perpetuate the state's inability to see a wide range of services in areas of the state where response to victims is deficient or nonexistent.

➤ **Funding Cap on Health Insurance:**

An analysis of 2002 subawards revealed that \$333,000 in federal funds went toward the cost of health benefits for employees within 46 subgrant organizations. IGS/VJA is supportive of employees being provided benefits, but in order to uphold our fiscal responsibility, as well as stay true to the mission of the grant program objectives, the need exists to limit our support for health care costs to \$320 per month for full-time employee coverage (or the appropriate prorated share). This restriction does not prevent the subgrant organization from implementing internal procedures that require their employees to contribute the difference in cost.

Note: To avoid audit issues, funds budgeted for health insurance premiums must be paid by the subgrant organization to the insurance carrier or health maintenance organization, not to the employee directly.

➤ **Non-Federal Financial Resources:**

In determining federal investments, an organization's access to alternative financial support and its long-term business plan must be considered. These factors not only demonstrate the stability of an applicant organization's foundation, but also speak to the organization's ability to someday continue project initiatives without the use of VOCA, STOP and FVPSA funds.

➤ **Cash Reimbursement Required and Ability to Promptly Refund Any Funds Determined Owed:**

In order for this office to fully adhere to the required *Federal Cash Management Improvement Act*¹, all subgrant disbursements will be restricted to reimbursing subgrantees for costs that are identified within the subgrant budget and justified as actual expenditures through supporting documentation. Therefore, in the event a subgrant is awarded, the applicant must demonstrate that it is financially prepared to pay for project costs with unrestricted funds and then seek reimbursement from IGS/VJA. Reimbursement will require approval of supporting documentation that corresponds with the budgeted line items.

IGS/VJA will periodically review all claimed costs, including match, as a means to oversee financial accountability. Any refund determined necessary must be paid by the subgrant organization.

¹ The *Federal Cash Management Improvement Act* prohibits excess federal cash from being held at the state or local level. Violations of the Act carries serious consequences, including disqualifying the offending state and/or local entity from eligibility for future federal grant awards.

➤ **Required Matching Contributions:**

It is common for federal grant programs to require subrecipients to provide a matching contribution as a means to enhance the impact of the federal funds and to demonstrate its ability to someday become self-sufficient. Each of the grant programs administered by IGS/VJA requires a cash and/or in-kind matching contribution of 20% to 35%.²

Matching contributions must be directly related to the subgrant project and cannot be derived from other federal funds. Once budgeted within a subgrant budget, the source of match becomes a part of the subgrant project, which disqualifies using those dollars/activities to match other programs.

➤ **Non-Supplanting:**

Federal regulations prohibit the state from using grant funds to replace local revenue; therefore, consideration must entail a complete review of the organization's general budget, ensuring that costs supported with federal funds do not create an inappropriate profit or surplus of general funds.

➤ **Donated Goods and Services:**

Applicants are encouraged to keep proposed budgets to a minimum, considering the needs of the state as a whole. One way to reduce the need for federal funds is to limit items requested to those that cannot be donated.

Examples:

Clothing worn during a sexual assault is usually taken for forensic testing, so it is helpful for sexual assault centers to provide victims clothing to wear home from the medical/forensic examination. Civic and church groups often look for worthwhile programs with which partnerships can be developed, especially if the needed contribution is identified, such as this.

Cellular telephones are often provided to victims of domestic violence as a safety tool. Merchants are usually open to donating goods and services in exchange for publicity.

Federal funds should only be sought for such items if the applicant has exhausted donation efforts. In addition to reducing the amount of funds needed, developing local partnerships is an excellent way to involve your community and bring about heightened local awareness to the issue of crime and victimization.

² Previously, the STOP Program provided an exemption to matching requirements to nonprofit organizations. On the advice of legal counsel, the federal Office on Violence Against Women rescinded this exemption and now requires all STOP funds to be matched.

PROGRAM ELIGIBILITY

As a general rule, the following types of organizations are eligible to apply for federal support through the VOCA, STOP and FVPSA Programs:³

- Nonprofit organizations that were established for the purpose of providing direct services to crime victims.
- Nonprofit organizations that do not currently provide services to crime victims but desire an expansion that would result in the delivery of services.
- Nonprofit organizations that, in addition providing services to crime victims, serve individuals whose experiences are not statutorily classified as a crime are eligible if it is demonstrated that the organization is prepared to distinguish between the two for purposes of the subgrant project.
- Faith-based organizations are eligible recipients if the proposed service is not dependent on the victim's participation in religious activities and the delivery of service is designed to be all-inclusive.
- Governmental entities that currently serve crime victims, as well as those that do not but desire an expansion that would result in a specialized unit being developed. As a general rule, federal funds cannot support activities that are mandated by state law; however, prosecuting attorneys, law enforcement agencies and courts that desire to create or enhance a specialized unit dedicated to adult sexual assault, domestic violence, stalking and dating violence are eligible.

Preparedness to administer a subgrant: In addition to meeting the eligibility requirements listed above, applicants must demonstrate preparedness to properly administer a subgrant award. The following issues will be taken into consideration:

- The organization's internal policies and procedures regarding personnel, work protocol and activity accountability.
- Its internal policies and procedures regarding proper accounting and financial accountability.
- The professional conduct of the organization and staff and the absence of practices that, if partnered with the state, could discredit the public's perception of government and the integrity of the grant programs.
- The organization's readiness or ability to become ready to perform subgrant activities and tend to administrative matters involving the subgrant award.

³ Each grant program specifies subgrant eligibility requirements. In order to document the appropriateness of the subaward, it may be necessary for IGS/VJA to request additional information from the applicant.

- Its possession of equipment and office materials needed to conduct ordinary business, including access to Internet services and e-mail.
- The support and dedication of the governing body, including its determination to ensure proper administration of the subgrant award.
- The organization must be accessible to victims of crime. Determination of accessibility will include its readiness to serve victims with special needs, such as physical handicaps and language barriers.
- The organization should operate during regular business hours. If the nature of the organization's business entails 24-hour crisis intervention to victims, it should have provisions for telephones to be answered by individuals equipped to provide immediate assistance, preventing the victim from having to leave a message.

OTHER DETERMINING FACTORS

Feasibility and Impact: Proposed projects will be studied carefully in terms of feasibility to implement, as well as the overall impact that it will have on addressing the targeted needs within the community.

Professional Coordination within the Community: The VOCA, STOP and FVPSA grants promote the existence of partnerships among and within victim services and criminal justice organizations. The grant programs prohibit, however, the support of efforts that duplicate those already available, without good cause. IGS/VJA will look closely at the level of coordination that exists in the applicant's proposed service area.

The Existence of or Readiness to Implement Memoranda of Understanding: To ensure the existence of meaningful partnerships among professionals, IGS/VJA requires, as a special condition to all subgrants, that an MOU (a formal written work plan to exist between certain organizations) be developed/implemented for at least the duration of the subgrant project.

For Example:

It is imperative for professionals within victim services, law enforcement and prosecution must work closely and effectively in order to ensure that victims benefit from the services that each provides, so project effectiveness hinges on there being a plan for referrals, implementation of internal policies and procedures that are complementary and a mechanism for periodic analysis of the coordinated efforts.

MOUs must be developed in a meaningful, coordinated manner⁴ and detail the work of each organization and thoroughly lists internal and external procedures used to ensure victims receive comprehensive care and attention.

⁴ As well executed MOU usually requires a combined effort in the drafting of the document and periodic meetings of professionals to evaluate its effectiveness and make formal amendments, as deemed necessary.

Existing Subgrantees:

MOUs should be in place; therefore, the proposal must provide a thorough status report on (1) the manner in which the MOU partners maintain communication, including any meetings conducted for the purpose of assessing the effectiveness of the MOU, (2) the changes that have occurred as a result of the formal work plan, (3) the plan for maintaining the MOU through the next project period, and (4) any needs for improvement in coordination that are recognized.

New Applicants:

It is not necessary that MOUs be in place at the time the application is submitted; however, the applicant must (1) provide a complete list of anticipated partners and demonstrate that it has made contact with each with the concept of entering into a formal MOU and (2) demonstrate its readiness to comply with this special condition in the event the proposed project is supported.

Please Note:

IGS/VJA promotes community ownership in service delivery; therefore, there is no required format for MOUs. It is, however, required that the MOU be complete and fully implemented, so all MOUs, as well as any amendments, must be approved by IGS/VJA.

Technical assistance can be provided in completing this requirement after a subgrant is activated. If such assistance would be helpful, please make that need known in the proposal, including issues and/or barriers that require intervention.

TECHNICAL ASSISTANCE

Attached, you will find a document entitled *Proposal Guidelines and Instructions* that provides insight into the information that your proposal should contain for each section. Reading this document in its entirety before preparing your responses should help you provide complete responses.

In addition, IGS/VJA will hold a workshop to discuss the proposal requirements. Please use the attached registration form to let us know of your desire to attend.

Please know that IGS/VJA staff is also available to answer any questions you may have about the subgrant proposal and process. Please contact us by phone, fax or email:

Main Telephone: 501-683-1685
Facsimile: 501-682-5155
Email Address: sheri.blake@dfa.state.ar.us

SUBMISSION OF PROPOSALS

Rather than applying under VOCA, STOP and/or FVPSA, IGS/VJA seeks one proposal for federal support that describes the area of need, the proposed activities that will address the need and the anticipated costs of implementing the proposed project. If support is approved, IGS/VJA will determine the grant program(s) under which the project(s) will be supported, depending on the eligibility of the organization, the scope of the project and the availability of funds. When possible, one subgrant will be issued, so as to minimize the administrative time of both the subgrant recipient and the state. In the event that multiple subgrants are issued, the organization must be prepared to treat each as a separate project.

One (1) proposal signed by the highest-ranking official of the applicant's governing body (i.e. board president, county judge, mayor, etc.) must be submitted to IGS/VJA, along with an electronic version of the proposal, saved on a standard 3.5" diskette, so that copies can be produced, as needed.

STATE AND LOCAL CLEARINGHOUSES: State law requires organizations seeking federal funds to provide both the state clearinghouse and the applicant's local clearinghouse with a copy of the application submitted, along with reporting forms that can be found on the Department of Finance and Administration, Office of Intergovernmental Services website:

http://www.arkansas.gov/dfa/igs/igs_clearinghouse.html

NOTE: The reporting forms ask for the applicant to identify the grant program for which it is applying. Since this is an application for federal funds that could result in a VOCA, STOP and/or FVPSA subgrant, you will be unable to respond to this question. Within this packet, you will find a memorandum that should be submitted with the required clearinghouse reporting form(s) that explains why you are unable to provide this information.

In the event the proposal results in an award, the identity of the grant program will be known. The subgrantee is to then follow through with its responsibility to report the actual award received to the clearinghouses.

PROPOSAL CONTENT - OVERALL ADVICE -

Your proposal will be one of many received and will be read by a number of individuals. As you prepare your proposal, it is helpful to view the document as a written presentation and always keep the readers in mind:

- ✓ Do not assume each reader is familiar with your program. Provide complete responses to the specific information solicited and omit unnecessary narrative, such as general information regarding dynamics of crime and victimization.
- ✓ Omit enclosures that are not directly tied to your proposal or are not the product of your organization, such as Arkansas Crime Victim Reparations material.
- ✓ Use the proposal forms that are provided. It is distracting when a proposal deviates from the standard form.
- ✓ Type your proposal in a font that is easy on the reader's eyes.

The subgrant determination process is intended to be a positive and productive experience. While your proposal should be as complete as possible, the process will include a consultation meeting, during which clarification can be made of any issues necessary. A program-driven grant management style places emphasis on the actual outcome of a project, not grant writing style. Key words: Genuine and Realistic

DEADLINE FOR SUBMISSION

All subgrant proposals must be received no later than 4:30 p.m., Wednesday, May 25, 2005.

ATTENTION CURRENT SUBGRANTEES

Federal regulation prohibits the use of federal funds in fundraising endeavors. Applying for federal grant funds is considered a fundraising activity; therefore, organizations that currently employ subgrant-funded personnel must avoid looking to these individuals to complete the proposal. You must make alternative arrangements for completion in order to maintain compliance.